

UNITED STATES OF AMERICA  
POSTAL REGULATORY COMMISSION  
WASHINGTON, DC 20268-0001

Periodic Reporting  
(Proposal Nine)

Docket No. RM2020-1

CHAIRMAN'S INFORMATION REQUEST NO. 1

(Issued January 2, 2020)

To further assist the Commission in its evaluation of the Postal Service's proposed changes to analytical principles relating to periodic reports,<sup>1</sup> the Postal Service is requested to provide written responses to the following questions. The responses should be provided as soon as possible, but no later than January 31, 2020.

Please refer to the 2019 Facility Space Usage Study attached to the Petition.

- a. On page 16, the Postal Service states that the team members "participated in meetings with the headquarters operations industrial engineering (OIE) group in which the structure of the online layout repository was discussed."
  - i. Please describe the format of the online layout repository and explain whether it is analogous to a database. If not, please explain.
  - ii. Please provide an example of a layout from the online layout repository.

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<sup>1</sup> Petition of the United States Postal Service for the Initiation of a Proceeding to Consider Proposed Changes in Analytical Principles (Proposal Nine), October 31, 2019 (Petition). The Postal Service filed a notice of filing of non-public materials relating to Proposal Nine. Notice of Filing of USPS-RM2020-1/1 and USPS-RM2020-1/NP1 and Application for Nonpublic Treatment, October 31, 2019.

- iii. Please clarify whether all facilities in the population have layouts located in the online layout repository.
- b. On page 17, the Postal Service states that “[f]or mail processing MODS operations performed at plants...the lists of operation numbers that make up each cost pool...were designated as the official ‘maps’ used to allocate space to those operations.” Please provide a step-by-step description of how this process occurred.
- c. On page 17, the Postal Service states that “[f]ield observations were performed at two of the largest plants in the sample.” Please confirm that these field observations were conducted in order to give the Cost Attribution employees the knowledge and experience to tag and map the rest of the sampled facilities remotely. If not confirmed, please explain the purpose of these field observation visits.
- d. On page 17, the Postal Service explains that “[f]or each sample facility, the PostalCAD architecture and workroom floor drawings were downloaded from the FFS drive.” Please confirm that the PostalCAD architecture and workroom floor drawings are the same drawings as the “online layout[s]” in the repository discussed on page 16. If not confirmed, please explain.
- e. Please provide a step-by-step explanation of the workflow involved in the tagging process described on pages 17-18.
  - i. If possible, please provide a graphic representation or example of how an online layout for a given facility is populated.

- ii. Please provide the average amount of time spent to tag and map one facility. To the extent that the time varies significantly between small, medium, and large facilities, please provide an average time for each facility category.

By the Chairman.

Robert G. Taub